

## ***Module Introduction***

The concept of integrating resources is a new bibliographic level introduced with the 2002 revision of AACR2. It clearly recognizes a third category of material, other than serials and monographs, that catalogers have had to deal with. Integrating resources--those bibliographic resources which are added to or changed by means of updates that do not remain discrete and are integrated into the whole--have always been somewhat problematic to catalog with older versions of AACR2 because they exhibit characteristics of both monographs and serials.

For a long time the majority of integrating resources were in print form--loose-leaf publications. LC issued a special manual: Adele Hallam's *Cataloging rules for the description of looseleaf publications*, which provided guidance in cataloging this type of material, but was never formally incorporated as part of AACR2. Recently, however, more and more resources available on the Internet are issued as integrating resources, and it became clear that more formal guidance on how to catalog this type of material was needed.

A new bibliographic level was defined in both AACR2 and in MARC21 coding for integrating resources, and chapter 12 of AACR2 has been completely revised. The chapter has been renamed "*Continuing Resources*" and now covers rules for serials and integrating resources (both finite and continuing). These changes mean that many MARC fields that were previously used solely for serials cataloging, will now also be used for integrating resources. Since many libraries have monographic catalogers working with integrating resources, these catalogers will need to become familiar with some new concepts and coding dealing with frequency, regularity, and linking fields.

Note that in the text of the module, occasional references are made to LC practice; PCC libraries are not obligated to follow these LC-centric instructions.

## ***Objectives***

This module will discuss:

- What is an integrating resource
- Areas where cataloging differs from monographic or serial cataloging, including MARC coding conventions used in cataloging integrating resources
- Special considerations in the cataloging of integrating resources

## ***References***

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## ***Definitions of Terms Used in This Module***

### ***Absorption***

An integrating resource that absorbs into another integrating resource.

### ***Basis of description***

A concept taken from the fact that integrating resources may change over time. The bibliographic record for an integrating resource is “based on the description” of the integrating resource at the time the record is first created. A note regarding the “basis of description” is made in the bibliographic record created and this note is modified subsequently whenever the resource is examined again to reflect changes to the resource over time.

### ***Continuation***

An integrating resource that continues a previously published or issued resource.

### ***Continuing Resource***

A bibliographic resource issued over time with no predetermined conclusion; continuing resources include serials and ongoing integrating resources.

### ***Database***

A database is an integrating resource that “...is a collection of logically integrating data stored together in one or more computerized files, usually created and managed by a database management system.”

### ***Electronic resource***

Material (data and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., CD-ROM drive) or a connection to a computer network (e.g., the Internet).

### ***Electronic integrating resource***

An integrating resource issued as an electronic resource.

### ***Finite resource***

A concept not defined in AACR2, but considered to be the opposite of “continuing”. A bibliographic resource issued once or over time **with a predetermined conclusion** (completed within **a finite number of parts or iterations**). Includes monographs and finite integrating resources.

***Integrated entry***

The concept in which an existing bibliographic record is changed to describe the current iteration of a resource.

***Integrating resource***

A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrating into the whole; may be finite or continuing. See also updating database, updating loose-leaf and updating website.

***Item described***

The iteration on which the bibliographic record is based.

***Merger***

A resource that is the result of the merger of two or more other resources.

***Remote access resource***

A resource that is accessible via a connection to a computer network (i.e., the Internet).

***Simultaneous edition***

A resource that is one of two or more editions differing in partial content and/or in language.

***Split***

A resource that is the result of the split of a previous resource into two or more resources.

***Successively issued resource***

A bibliographic item issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely; a serial is a successively issued resource and may include periodicals, annual reports, newspapers, annuals, etc.

***Supplement***

A resource that is a supplement to another resource.

***Translation***

A resource that is a translation of a previously published resource.

***Updating database***

A database that is updated; one of the three major types of integrating resources covered by AACR2 Chapter 12.

***Website***

A collection of information/material accessible on the World Wide Web via the Internet; may be either a finite or continuing resource.

***Updating Website***

A website that is updated; one of the three major types of integrating resources covered by AACR2 Chapter 12.

## ***1.2 Fixed Field Coding***

### *1.2.1 Coding of Leader*

#### *1.2.1.1 Interim practice*

Although MARC has defined a new leader byte 07 *Bibliographic Level* value of “i” (integrating resource) this byte cannot yet be used on the major utilities. Until it is possible to use the value “i,” catalogers will code integrating resources with the leader byte 07 value of “m” (monograph), and add an 006 for serials, to express the integrating aspect of these resources.

Catalogers are only required to complete the bytes of the serial 006 that deal with the continuing aspects:

006/00 (Form of material)	Always “s” (Serial)
006/01 (Frequency)	Any applicable value
006/02 (Regularity)	Any applicable value
006/04 (Type of resource)	“d” (updating database), “l” (looseleaf), or “w” (updating website)
006/17 (Entry convention)	Always “2” (Integrated entry) <i>Note: This value is not yet available on RLG. Catalogers inputting directly onto RLG will need to use a fill character in this byte in the interim period.</i>

For online resources a second 006 should be added to convey the electronic aspects of the resource.

#### *1.2.1.2 Future practice*

Once the utilities are able to accept the new leader byte, then all integrating resources will be coded with Leader byte 07 of “i.” The majority of material will have Leader byte 06 *Type of record* of “a” (Language material). This combination of bytes will generate an 008 identical to the current serial 008.

If the *Type of record* is not coded “a” (Language material), then an additional 006 for the integrating aspects is added.

### *1.2.2. Selecting the proper Type of record (Leader byte 06)*

While the majority of integrating resources will be coded as “a” (Language material, e.g basically textual in nature), online resources must be examined carefully to determine the correct value for Type of record. This byte reflects the predominant content of the material, rather than the carrier. Even though a resource is on the web and has a GMD of “electronic resource” it does not automatically get a leader 06 value of “m” for computer file. The value “m” is reserved for only for the following classes of electronic resources:

- computer software (including programs, games, fonts)
- numeric data
- computer-oriented multimedia
- online systems or services

Even within these classes, if there is a significant aspect of the resource that causes it to fall into another leader 06 value (such as language material, graphic, sound, cartographic material, etc.), then that aspect should be recorded in the Leader 06 byte.

The following categories of online integrating resources are cataloged as predominantly language material--leader byte 06 "a":

Online texts, even when they include search software and hyperlinks  
 Aggregator services  
 Portal pages that are text only links to other resources  
 Online catalogs  
 Numeric data presented solely in tabular form, that is not manipulable by a computer

In general, updating databases would have a leader byte 06 of "m," as would computer games, programs, and multimedia sites.

#### *1.2.2.3 Coding of Fixed-Length Data Elements--Additional Material Characteristics (006)*

Once the cataloger has selected the primary aspect of the content of the resource, an 006 field for additional material characteristics may need to be added to the record. Under current practice, where all integrating resources are coded as monographs in the bibliographic level of the leader, every record will have at least one 006 field added to convey the continuing aspects of these resources, as described in *1.2.1.1*.

When catalogers are able to use the bibliographic level byte value of "i" in the leader, an 006 for continuing aspects will only need to be added in those instances where *Type of record* is anything other than "a" (language material).

When the *Type of record* is coded "a" (language material), a computer file 006 should be added for online resources. For loose-leaf publications, an appropriate 006 may need to be added to describe aspects of accompanying material, such as computer disks, slides, etc.

#### *1.2.2.4 Coding of physical description field (007)*

All online resources should have an 007 field describing the physical characteristics of the site (e.g. remote access, presence of sound or color, etc.). Sites for which the primary



content is one that has another defined 007 field (e.g. cartographic material, sound, etc.) should have an additional 007 field added to the record to describe those characteristics.

For loose-leaf materials, an 007 may be needed for aspects of accompanying material.

#### *I.2.2.5 General 008 issues*

For all integrating resources, the publication status will be “m” for multiple dates. For ongoing resources, the MARC fixed field 008, bytes 07-10 (Date 1) will reflect the date of the first iteration of the resource, taken either from the MARC field 260 \$c or a MARC field 362 note. If the resource does not explicitly state the date the resource was first made available, these fields may not be present in the body of the record. Nevertheless, for the purpose of the 008, the cataloger needs to make a best guess as to when the resource was first published, using “u” as needed to indicate estimates (e.g. 199u -- sometime between 1990 and 1999). While the recent century change has made this a little more difficult, for the long-term purposes of the catalog, it is still be more useful to use “2000” or “200u” for current material, than to use “uuuu” because you are not certain if it began in 1999, 2000, or 2001. In fifty years, “uuuu” will provide no guidance to the age of the resource, and while the date “2000” may be off by a year or two, using this date still provides a reasonable context. When all else fails, an estimated date can be made from the latest update date in the resource or the viewing date.

If the resource is still ongoing, MARC fixed field 008, bytes 11-14 (Date 2) will contain “9999”. If the resource has ceased, then MARC fixed field 008, bytes 11-14 (Date 2) should contain the year the final iteration of the resource appeared. Again, even if this does not appear in the MARC 260 or 362 fields, the cataloger must supply a best estimate for this date.

Place of publication may be more difficult to determine for online resources, than for other material. Users may have to dig down several layers of a Website, or go to an “About us” page to find complete information about the publisher. The place of publication bytes in the MARC fixed field 008 should correspond to what is in the MARC field 260 \$a of the record.

Form of item (008 byte 23) for all online resources will contain the value “s” (electronic).

Fixed field examples:

Example 1.



Cataloger's Reference Shelf is an updating Website, a portal site that provides primarily textual links to other sites.

### Current practice:

Leader	(06) Type of record:	a
	(07) Bib level:	m
	(08) Type of control:	—
	(17) Encoding level:	—
	(18) Cataloging form:	a
008	(06) Pub status:	m
	(07-10) Date 1:	1997
	(11-14) Date 2:	9999
	(15-17) Place of publication:	wvu
	(18-21) Ills:	a
	(22) Audience:	—
	(23) Form of item:	s
	(24-27) Contents:	—
	(28) Gov't. pub.	—
	(29) Conference pub.	0
	(30) Festschrift:	0

(31) Index:	0
(33) Literary form:	0
(34) Biography:	—
(35) Language:	eng
(38) Modified record:	—
(39) Cataloging source:	c

006 for Continuing resources

(01) Frequency:	u
(02) Regularity:	u
(04) Type of resource:	w
(05) Form of original item:	s
(06) Form of item:	s
(34) Entry convention:	2

006 for Computer files

(05) Audience:	—
(09) Type of file:	d
(11) Gov't. pub.:	—

007 for Computer files

(00) Category	c
(01) Specific mat. design.	r
(03) Color	c
(04) Dimensions	n
(05) Sound	—

**Future practice:**

Leader	(06) Type of record:	a
	(07) Bib level:	i
	(08) Type of control:	—
	(17) Encoding level:	—
	(18) Cataloging form:	a

008 for Language material

(06) Pub status:	m
(07-10) Date 1:	1997
(11-14) Date 2:	9999
(15-17) Place of publication:	wvu
(18) Frequency	u
(19) Regularity	u
(20) ISSN center	—
(21) Type of resource	w
(22) Form of original item	s
(23) Form of item	s

(24) Nature of entire work	—
(25-27) Nature of contents	—
(28) Government pub.	—
(29) Conference pub.	—
(33) Alphabet	—
(34) Entry convention	2
(35-37) Language	eng
(38) Modified record	—
(39) Cataloging source	c

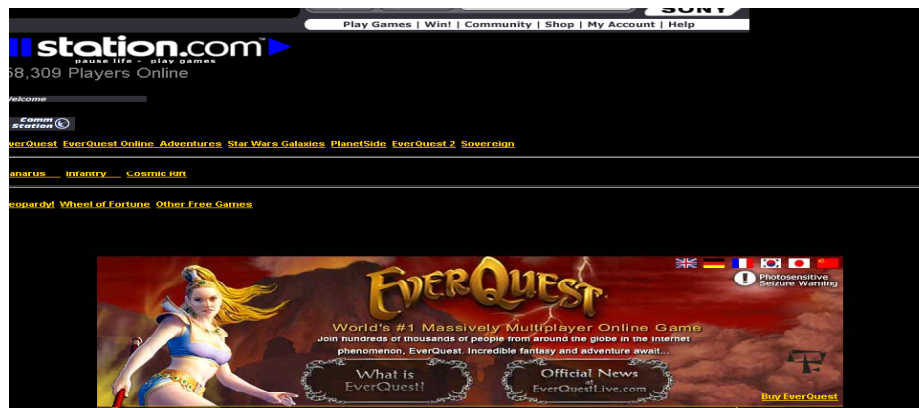
#### 006 for Computer files

(05) Audience:	—
(09) Type of file:	d
(11) Gov't. pub.:	—

#### 007 for Computer files

(00) Category	c
(01) Specific mat. desig.	r
(03) Color	c
(04) Dimensions	n
(05) Sound	—

#### Example 2



Everquest is an online game site, so the primary aspect is considered to be computer material.

#### Current practice:

Leader	(06) Type of record:	m
	(07) Bib level:	m

(08) Type of control:	—
(17) Encoding level:	—
(18) Cataloging form:	a

008 for computer files

(06) Publication status:	m
(07-10) Date 1:	1999
(11-14) Date 2:	9999
(15-17) Place of publication:	cau
(22) Audience:	—
(26) Type of file:	g
(28) Gov't. pub.:	—
(35-37) Language:	eng
(38) Modified record:	—
(39) Cataloging source:	c

006 for Continuing resources

(01) Frequency:	k
(02) Regularity:	r
(04) Type of resource:	w
(05) Form of original item:	s
(06) Form of item:	s
(34) Entry convention:	2

007 for Computer files

(00) Category	c
(01) Specific mat. desig.	r
(03) Color	c
(04) Dimensions	n
(05) Sound	—

**Future practice:**

Leader Bib level (byte 07) will be “i.” Everything else will remain the same.

### Example 3.



Speech Archives is an updating website that is primarily a sound resource.

### Current practice:

Leader	(06) Type of record:	i
	(07) Bib level:	m
	(08) Type of control:	—
	(17) Encoding level:	—
	(18) Cataloging form:	a

### 008 for Music

(06) Publication status:	m
(07-10) Date 1:	1999
(11-14) Date 2:	9999
(15-17) Place of publication:	cau
(18-19) Form of composition:	
(20) Format of music	
(22) Audience	—
(23) Form of item	s
(24) Accomp. mat.	—
(30-31) Lit. text	hl

(35) Language:	eng
(38) Modified record:	—
(39) Cataloging source:	c

006 for Continuing resources

(01) Frequency:	u
(02) Regularity:	u
(04) Type of resource:	w
(05) Form of original item:	s
(06) Form of item:	s
(34) Entry convention:	2

006 for Computer files

(05) Audience:	—
(09) Type of file:	d
(11) Gov't. pub.:	—

007 for Computer files

(00) Category	c
(01) Specific mat. desig.	r
(03) Color	c
(04) Dimensions	n
(05) Sound	a

**Future practice**

Leader Bib level (byte 07) will be “i.” Everything else will remain the same.

### ***1.3 Sources of information***

#### ***1.3.1 Applicable rules***

The rules for determining the basis of description, the chief source of information, and the prescribed sources of information are found in 12.0.

##### ***1.3.1.1 Basis of description***

As with many of the rules in Chapter 12, rule 12.0B.1 is divided into two sections, one for serials and one for integrating resources. In rule 12.0B1 b) catalogers are instructed to base the description of an integrating resource on the *current* iteration of the resource for all areas of the description, with the *exception* of the beginning date of the publication, notes, and standard numbers. The beginning date of publication is taken from the first iteration. Notes and standard numbers may be taken from any iteration.

<b>Area</b>	<b>Basis of description</b>
Title and statement of responsibility	Current iteration
Edition	Current iteration
Place and publisher	Current iteration
Dates	First and/or last iteration
Series	Current iteration
Notes	All iterations (and any other source)
Standard numbers	All iterations (and any other source)

##### ***1.3.1.2 Chief source of information***

Rule 12.0B2 is divided into two sections, one for print resources and one for nonprint resources.

###### ***1.3.1.2.1 Print***

In addition to AACR2 12.0B2, for loose-leafs also consult AACR2 12.7B3 and 12.7B4.

###### ***1.3.1.2.2 Non-print***

For online integrating resources the cataloger must refer to the appropriate instructions in 9.0B1, which state that the chief source of information for electronic resources is the resource itself. Formally presented evidence (such as title screens, home pages, encoded metadata) is preferred, and if the information varies in degree of fullness, the source with most complete information should be selected as the chief source.

If no information is available from the resource itself, then the following sources can be used (in this order of preference):

- printed or online documentation or other accompanying material (e.g. “about” file, publisher’s Web page)



- other published descriptions of the resource
- other sources

### *I.3.1.3 Prescribed sources of information*

Rule 12.0B3 is also divided into two sections, one for print resources and one for nonprint resources.

#### *I.3.1.3.1 Print*

The chief source of information for loose-leaf publications is the latest title page or title page substitute. Specify the source used as the title page substitute in a note (see 12.7B3). If information traditionally given on the title page is given on facing pages, with or without repetition, treat the two pages as the title page.

#### *I.3.1.3.2 Non-Print*

For online integrating resources the cataloger must refer to the appropriate instructions in 9.0B2. The following areas should come from the chief source (note that container is not applicable here, because by PCC definition a direct access electronic resource is never considered an integrating resource):

Title and statement of responsibility  
Edition  
Publication, distribution, etc.  
Series

Because the entire resource is defined as the chief source, very little information gets bracketed for an online integrating resource.

The following areas may come from any source:

Note  
Standard number and terms of availability

(While 9.0 also allows area 3 *Type and extent of resource* and area 5 *Physical description* to come from any source, neither of these fields is being used for online integrating resource cataloging.)

### *I.3.2 Discussion points*

#### *I.3.2.1 What changes are considered major and require a new record? What changes are considered minor and dealt with in notes?*

For integrating resources, most changes are considered to be minor and do not require the creation of a new bibliographic record. The bibliographic description is changed to

reflect the current information and the information about older iterations is recorded in notes.

#### *I.3.2.1.1 Print*

Per LCRI 21.3B a new record is created for loose-leafs only if there is a new base volume issued (i.e. an in toto replacement edition). When dealing with a gradual replacement edition (i.e. replacement title page with new edition statement is supplied, but base text remains) a note is made about the new edition statement, but no new record is created.

#### *I.3.2.1.2 Non-print*

For electronic integrating resources, there are only two instances that require the creation of a new record (LCRI 21.3B):

- 1) The edition statement on a resource changes and the resource described on the original bibliographic record continues to exist as a separate resource.
- 2) The original URI remains active, but now links to a completely different resource than that described in the bibliographic record.

#### *I.3.2.2 Selecting source of title*

##### *I.3.2.2.1 Print*

If the publication has more than one title page, choose one as the basis of the description according to the following guidelines, applying the first applicable criterion.

- If the title pages present the publication in different aspect (e.g. as an individual item and as part of a multipart item), prefer the one that corresponds to the aspect in which the publication is to be treated.
- If the publication is in more than one volume, each of which has a title page, use the title page that, with the exception of date of publication, reflects the latest information.
- If the publication has title pages in more than one language or script, choose the title page that is in the language or script of the main part of the publication.

##### *I.3.2.2.2 Nonprint*

The source of title should be the current iteration of the resource. The entire resource is considered to be the chief source. Formally presented evidence (such as title screens, home pages, encoded metadata) is preferred, and if the information varies in degree of fullness, the source with the most complete information should be selected as the chief source.

For all electronic resources, the cataloger is required to add a note specifying the source of the title proper (Rule 9.7B3). For guidance on suggested terminology for the various locations found on a Web resource, see the OLAC/CAPC publication: *Source of Title Note for Internet Resources*,

<http://ublib.buffalo.edu/libraries/units/cts/olac/capc/stnir.html>

This note is usually combined with the item described note required by Rule 12.7B23, which specifies that the date the resource was viewed should be given in a note (see I.14.3.16.1 and I.14.3.16.4).

Examples:

500 \_\_ \$a Title from home page (viewed May 15, 2002)

500 \_\_ \$a Title from HTML header (viewed Aug. 3, 1998)

## ***I.4 Determining main and added entries (1XX and 7XX fields)***

### ***I.4.1 Applicable Rules***

AACR2 Chapter 21 governs the determination of main and added entries for integrating resources, as for all other materials. Create the initial bibliographic record using the standard rules for entry as outlined in AACR2 21.0A1 and 21.0B. Apply AACR2 rule 21.1A for works of personal authorship, 21.1B for entry under a corporate body or 21.1C for entry under title.

Also apply Chapter 21, specifically, rule 21.3B “Changes of Persons or Bodies Responsible for a Work” as instructed for integrating resources. Refer to the rules outlined in 21.3B(a) that address the instances in which a new entry for an integrating resource must be reflected in changes to the description and the entry for the resource. For integrating resources as opposed to serials, a new bibliographic record is not required. Rather, the catalog record is retained, but entry is changed to reflect the latest information and the earlier name or form of name is given in a note if considered to be important.

In recording such notes, refer to section I.14 of this manual.

Apply rules AACR2 21.29 and 21.30 in identifying any necessary added entries.

Note that AACR2 rule 21.30D addresses entries for editors if they are considered important, as they sometimes are for loose-leafs (cf. AACR2 12.1F3b).

Apply AACR2 21.30J for title added entries. For title changes that are not new editions give an added entry for the earlier title proper in a MARC field 247. See LCRI 12.7A2.

In most cases, do not give related work added entries. Apply AACR2 21.28B1 for linking entries (see I.15). Except for relationships covered by AACR2 rules 21.8-21.27, do not give an added entry for the related work. Instead, make reciprocal linking notes following AACR2 12.7B8 (see I.15).

### ***I.4.2 PCC Application/Policy***

PCC policy for the choice of main and added access points is covered by the rules. [\[It may be useful to include more guidance regarding the choice of main entry for web sites. There has been some discussion as to whether or not institutional web sites should be entered under the organization or under title and PCC should probably weigh in and LC should incorporate an LCRI on this issue\].](#)

All main and added access points on PCC records are required to be established under authority control and represented by authority records in the National Authority File (NAF), with two exceptions:

- 1) Series not yet established may be entered as untraced (490 0\_) on BIBCO records that are coded as Core (Encoding Level=4) without a supporting authority record;
- 2) Uniform title headings used on bibliographic records do not always need to be supported by an authority record (i.e., when there is no cross reference needed, or no research has been performed that needs to be recorded in an authority record)

Follow the instructions in the *NACO Participants' Manual* to prepare authority records for headings used in bibliographic records for integrating resources.

#### *I.4.3 Discussion Points*

##### *I.4.3.1 For loose-leaves*

For changes to persons or bodies responsible for a work, or to the title proper, do not make a new entry. Change the entry to reflect the latest information and give the earlier information in a note if considered to be important (AACR2 12.1F5, 12.7B7.2, 21.2C1 and 21.3B1). Apply rules above for access points.

Example: Loose-leaf (Title main entry change)

*Existing record*

245 00 \$a Health profession opportunities.

500 \_\_ \$a Description based on: update 5, published 2000.

*Record updated for current iteration:*

245 00 \$a Healthcare profession opportunities.

247 10 \$a Health profession opportunities \$f update 5, published 2000.

500 \_\_ \$a Description based on: update 6, published 2000.

*Record updated again for current iteration:*

245 00 \$a Opportunities in the healthcare profession.

247 10 \$a Health profession opportunities \$f update 5, published 2000.

247 10 \$a Healthcare profession opportunities. \$f update 6, published 2000.

500 \_\_ \$a Description based on: update 7, published 2001.

##### *I.4.3.2 For electronic resources*

All changes should reflect the latest iteration of the resource.

Make changes to main and added entries for integrating resources to reflect any addition, deletion, or other changes to the main entry as dictated by changes in the statement of responsibility.

Retain entries present on previous iterations, if considered important for access.

Example: Electronic resource (Change in statement of responsibility and resulting change in main entry)

*Existing record:*

100 1\_ \$a Thomas, Ellen.

245 10 \$a Early music resources on the Web \$h [electronic resource] / \$c  
compiled by Ellen Thomas.

500 \_\_ \$a Title from HTML header (viewed Jan. 5, 1999)

*Record updated for current iteration:*

245 00 \$a Resources for early music \$h [electronic resource] / \$c compiled by  
the staff of Smith College.

247 10 \$a Early music resources on the Web \$f <Jan. 5, 1999->

500 \_\_ \$a Title from HTML header (viewed Apr. 15, 2001)

500 \_\_ \$a Compiled by Ellen Thomas prior to 2001.

700 1\_ \$a Thomas, Ellen.

710 2\_ \$a Smith College.

## ***I.5 Uniform titles (130)***

### ***I.5.1 Applicable Rules***

AACR2 25.1A describes the uses of uniform titles and provides guidelines on the instances in which a uniform title would be needed. AACR2 25.2 provides instructions on how a uniform title is to be formulated. For integrating resources, uniform titles may be needed particularly to differentiate between two or more works issued using identical titles. Guidance on this aspect of uniform titles is located in AACR2 25.5B

### ***I.5.2 PCC Application/Policy***

LCRI 25.5B instructs that the guidelines for “monographs” also apply to integrating resources.

Additional information as to when to create uniform titles is provided in LCRI 25.5B for analyzed multi-part works entered under title proper.

This LCRI also states that a uniform title needs to be constructed when a serial becomes an integrating resource (or vice versa) and does not change its title proper.

### ***I.5.3 Discussion Points***

#### ***I.5.3.1 When to assign uniform titles***

For integrating resources, these guidelines specify that a qualifier is not needed simply to resolve a conflict in the database when the main entry is the same as the main entry of another work. However, when the uniform title is needed as a subject or related work added entry and the main entry is the same as the main entry of another work, create a uniform title by adding a qualifier to the title proper. Similarly, a uniform title is needed if the main entry of the original is the same as the main entry of another manifestation of the same work. This is probably the situation most likely to be encountered for integrating resources, when something is issued both in print and online, or on the Internet and on a CD-ROM.

#### ***I.5.3.2 Appropriate qualifiers***

There are different guidelines for the choice of qualifier depending on whether the qualifier is needed for a title proper main entry (see LCRI 25.5B Monographs 2)a) or for a name heading main entry (see LCRI 25.5B Monographs 3)a).

For situations when a qualifier is needed to resolve a conflict for a title proper main entry, possible options for a qualifier include:

- corporate body
- date of publication

- descriptive data elements (e.g., edition statement, GMD, etc.)
- place of publication.

Note that these terms are not presented in any prescribed order, nor is this an exhaustive list. The most appropriate term should be selected by the cataloger.

The possible, but not exhaustive, list of qualifiers for uniform titles constructed to break a conflict for a name heading main entry includes:

- date of publication
- descriptive data elements (e.g., edition statement, GMD, etc.)
- place of publication



## ***1.6 Title and statement of responsibility***

### ***1.6.1. Applicable rules***

Several rules need to be consulted for proper transcription of title data for online integrating resources. General rules for transcription of the title field for all types of integrating resources are covered in AACR2 rules 12.1B-12.1F. Changes in this area are covered in AACR2 12.7B4-12.7B8. Catalogers will also need to refer to AACR2 9.1B-9.1F for specific rules about electronic resources. If the resource consists predominantly of a type of material covered by another chapter in AACR2, then the .1B-.1G rules for that chapter should also be consulted (e.g., for cartographic resources, check 3.1B-3.1F; for sound resources, check 6.1B-6.1G). All chapters in AACR2 also refer back to the relevant rules in section 1.1B-1.1F.

### ***1.6.2 Rules to note when transcribing title and statement of responsibility***

#### ***1.6.2.1 Rule 1.1.B1***

Words that serve as an introduction and are not intended to be part of the title are omitted from the title proper, but are given in a note (MARC field 246).

Example: Introductory Words not Considered Part of the Title Proper



245 00 NASA quest \$h [electronic resource].

246 1 \$i Title appears on homepage as: \$a Welcome to NASA quest

The LCRI for this rule instructs catalogers to use judgment in applying this rule--looking at other sources in the resource and consider presentation, typography, etc. In case of doubt, give the title with introductory wording in the MARC field 245 and include a MARC field 246 for the shorter form of the title, omitting introductory information.

#### I.6.2.2 Rule 12.1B1

Obvious typographical errors on a resource may be corrected when transcribing the title. The incorrect title is given in a note (246). In case of doubt if the spelling of the word is an error, transcribe the spelling as found on the resource.

Examples:

245 00 \$ a Housing starts \$h [electronic resource].

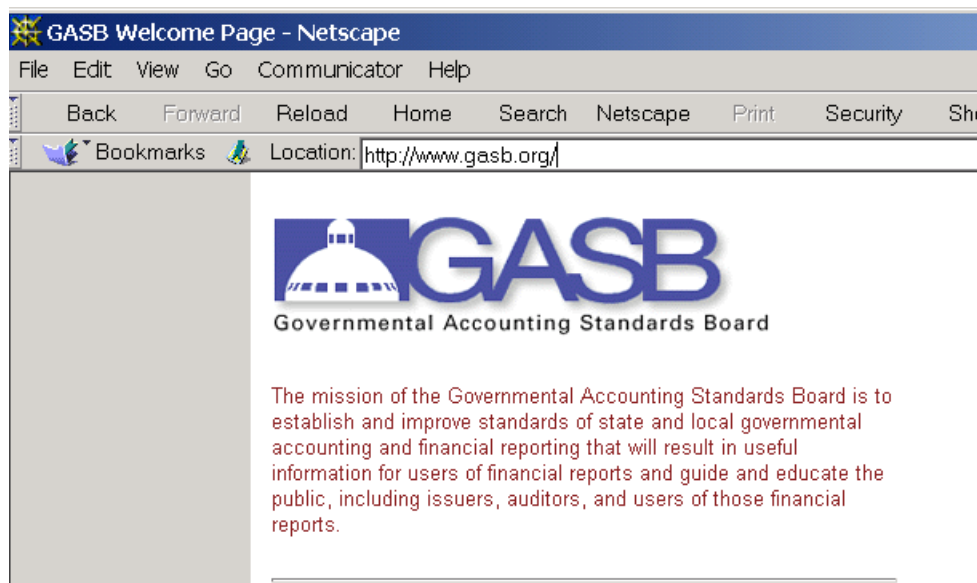
246 1\_ \$ i Title on homepage, viewed Dec. 15, 2001 appears as: \$a Housing sarts  
*but*

245 00 \$a Band connexion \$h [electronic resource].

246 3\_ \$a Band connection *(Optional title added entry may be supplied if cataloger believes users might reasonably search for this spelling)*

#### I.6.2.3 Rule 12.1B2

When the title appears in full form and in an acronym or initialism on the chief source, choose the full form as the title proper. Rule 12.1E1 instructs catalogers to transcribe the acronym or initialism as other title information for serials, but does not specifically require this for integrating resources. PCC recommendation is to include the acronym/initialism as other title information and to make an added entry for the acronym. [OK? actually my recommendation--do we need to suggest an RI here?]



Example:  
245 00 \$a Governmental Accounting Standards Board \$h [electronic resource] :  
\$b GASB.  
246 3\_ \$a GASB

#### *I.6.2.4 Rule 12.1B4*

This rule deals with common titles and section titles and the proper way to transcribe them. RI 12.4B4 warns catalogers that for most updating electronic resources, what is appears at first glance to be a common title, may in fact be a statement of responsibility, the name of the parent resource, or another component of the resource. In case of doubt, do not consider a questionable element to be a common title.

#### *I.6.2.5 Rule 12.1B8b*

If any information in the title proper changes on subsequent iterations, the MARC 245 field must be changed to reflect the current iteration, and the earlier title should be given in a note (MACR 247 field). See also *I.14.3.3*.

#### *I.6.2.6 Rules 12.1D1 and 12.1D3*

Parallel titles and other title information are recorded as for any other type of material. If a parallel title is added, deleted, or changed on a subsequent iteration, then the MARC field 245 must be changed to reflect the current iteration. Any earlier parallel titles may be given in a note (246), if considered to be important. See also *I.14.3.4*.

#### *I.6.2.7 Rules 12.1E 1 and 12.1E2*

Other title information on an integrating resource is transcribed if considered to be important. Because of the dynamic nature of this material, judicious use of the MARC 245 subfield \$b is recommended, to avoid the need for excessive changes to the cataloging record. Other title information that consists solely of words relating to the currency of the contents is always omitted.

Examples of other title information that might be considered important to transcribe are:

- terms that help clarify or amplify the scope of a “weak” or “generic” title
- good descriptive terms that might prove useful in keyword searches
- stable information that is unlikely to change as resource grows and changes

If other title information is recorded in the MARC field 245 and that information changes on later iterations, then the title in MARC field 245 must be changed to reflect the latest iteration, and a note (MARC field 246) about the change is made, if considered to be important. See also *I.14.3.4*.

#### *I.6.2.8 Rules 12.1.F*

Statements of responsibility which appear prominently on an integrating resource are generally transcribed as they would be for other types of material. The one exception is that if the statement of responsibility is transcribed as part of the title proper or other title information, no further statement of responsibility is made unless such a statement also appears separately on the chief source of information.

For integrating resources, information about editors is recorded in MARC field 245 subfield \$c if considered to be important. Otherwise it may be omitted. For changes in statements of responsibility see *I.14.3.5*.

#### *I.6.3 Discussion points*

##### *I.6.3.1 Proper use of MARC 245, 246, and 247 fields*

For integrating resources, the title presented on the current iteration is always given as the title proper, in the MARC 245 field. All variant titles are recorded in the MARC 246 field. The MARC 247 field is used only to record the **title proper** from an earlier iteration.

Per LCRI 12.7B4.1, if the title has changed since the previous iteration, transcribe the former title in the MARC 247 field, using the subfield \$f to indicate the range of dates that the former title was used.

If titles other than the title proper have changed, use the 246 with appropriate indicators or the subfield \$i to provide note information that cannot be coded using the available indicators.

##### *I.6.3.2 Notes for earlier iterations*

Both the MARC 246 and MARC 247 fields serve double purposes. They serve as access points and notes in the record. Thus, in many cases, when AACR2 instructs the cataloger to make notes about titles, they are not be recorded in a MARC 5XX field, but in either a MARC 246 and/or MARC 247 field.

For complex situations, where the note cannot be succinctly constructed using a MARC 246 or MARC 247 field, catalogers may use the MARC 547 field(s) to present a complex former title note. Following LCRI 12.17B4.2, do not give a MARC 547 field simply because there are multiple MARC 247 fields.

Example:

100 1\_ \$a Schnapf, Lawrence P.

245 10 \$a Managing environmental liability :\$b business transactions and  
Brownfield redevelopment / \$c Lawrence P. Schnapf.

246 0\_ \$i Subtitle, 1997-2000: \$aLaw & strategy for businesses and corporations

246 0\_ \$i Subtitle, 1998-2001: \$a Managing environmental risks in  
corporate/real estate transactions and Brownfield redevelopment

247 10 \$a Environmental liability \$f 1990-2001

See also *I.14.3.3-5*.

More title change examples to be added later for online integrating resources.

## ***I.7 Edition statement (MARC 250 field)***

### ***I.7.1 Applicable Rules***

Per AACR2 12.2F1b) for integrating resources, if edition information is added, deleted, or changed on a subsequent iteration and this ***change does not require a new record***, change the edition area to reflect the current iteration.

Make a note about the earlier edition **if considered to be important** (see I.14.3.6.).

### ***I.7.2 PCC Application/Policy***

Parallel statements for edition information appearing in multiple languages are not recorded per LCRI 12.2B3.

When a new record is not required per LCRI 21.3B, then change the information in the edition area to reflect the current iteration. Also make a note to record the information regarding the earlier edition if it is considered important (cf. I.14.3.6).

### ***I.7.3 Discussion Points***

#### ***I.7.3.1 Loose-leaves***

Editions of loose-leaf publications generally fall into one of the following categories:

- In toto replacement editions issued at frequent intervals. These are cataloged as serials if they meet the criteria for serials. (see LCRI 1.0)
- In toto replacement editions issued at infrequent intervals. A separate bibliographic record is prepared for each edition.
- Gradual replacement editions, i.e., at some point of updating the author or publisher considers the work to constitute a new edition, although no in toto physical replacement is taking place; instead a replacement title page carrying a new edition statement is received with a shipment of updates. A single bibliographic record is prepared for these. The source for recording the edition statement for these is the latest replacement title page or its substitute.

LCRI 12.2F1: See LCRI 21.3B for decisions on a new description related to a change in edition information.

If the edition statement changes (per AACR2 12.1F1) make a new entry according to the following guidelines:

- Make a new entry only if there is a new base volume (in toto replacement edition).

Examples:

245 10 \$a Trial handbook /\$c Kent Sinclair.

250 \_\_ \$a 3rd ed.

245 00 \$a Statutes of Alberta judicially considered.

250 \_\_ \$a R.S.A. 2000 ed.

- Do not make a new entry for a gradual replacement edition that has a replacement title page with a new edition statement, but does not issue a new base volume. Per LCRI 12.7B9.2b, give a note a about the new edition statement (see I.14.3.6).

Example:

250 \_\_ \$a 4th ed.

500 \_\_ \$a Updated to 4th ed., July 2002.

If the edition statement changes often or if the information is not important, the edition statement may not be recorded at all (see 12.2B1b). A general note may be made per AACR2 12.7B9.2b) (see I.14.3.6).

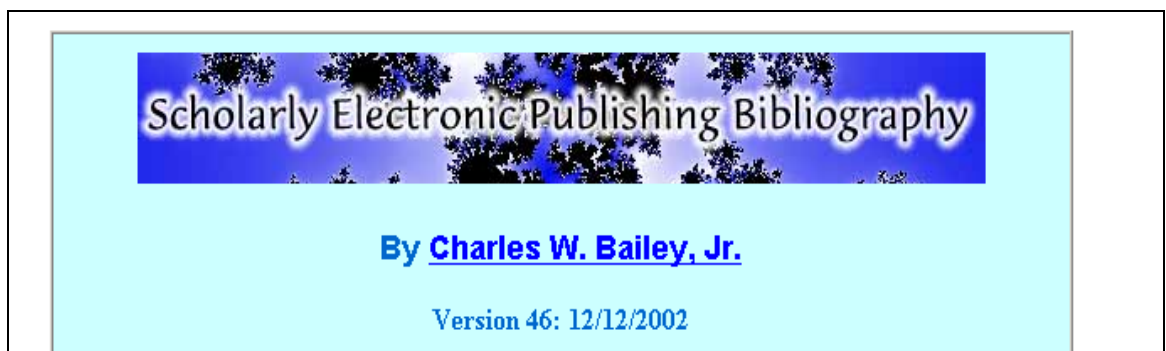
Example:

500 \$a Replacement title pages carry successive edition statements, e.g.,  
replacement title page received with Fall 1999 supplementation carries the  
statement "Twenty-fifth edition".

### *I.7.3.2 Electronic resources*

Do not consider “version” information which commonly appears on websites to be equivalent to a formal edition statement. This type of data changes frequently (i.e., with each update) and should not be transcribed in the edition area. Rather, version information may be recorded in conjunction with the “description based on” latest iteration note (see I.14.3.14) and is usually combined with the “source of title note” (see I.14.3.16.1).

Example: Version Statement Does not Constitute Edition Information



Example: : Record in a note.

100 1\_ \$a Bailey, Charles W. 245 10 \$a Scholarly electronic  
publishing bibliography \$h [electronic resource] / \$c  
by Charles W. Bailey, Jr.

500 \_\_ \$a "Version 46."

Example: True Edition Statement Present on Electronic Integrating Resource

## WebElements™ Periodic table (professional edition)

See also: WebElements [Scholar Edition](#) - for chemistry and other students at universities and schools.

Example: Record in 250 field

245 00 \$a WebElements periodic table \$h [electronic resource].

250 \_\_ \$a Professional ed.

If desired, a separate bibliographic record could be created for the "Scholar edition".

Per AACR2 21.3B and the corresponding LCRI, make a new bibliographic entry based on a change in the edition statement **only** if the resource described in the existing record continues to exist as a resource separate from the new resource to be cataloged.



## ***I.8 File Characteristics (256 field)***

### ***I.8.1 Applicable Rules***

The type and extent of resource area is covered in AACR2 9.3. The rule instructs that a note be supplied to indicate the type of electronic resource being cataloging using the terminology specified. Note that the terminology to be used in this area has been revised to be “electronic data”, “electronic program(s)”, and “electronic data and program(s)”.

### ***I.8.2 PCC Application/Policy***

Current PCC practice is not to supply this note in MARC field 256 for integrating resources issued in electronic format. Use instead MARC field 516, “Type of computer file or data note” to record information that characterizes the electronic integrating resource. See I.14.16.5.

**[LC practice, stated in LCRI 9.3, is not to provide this data in creating original cataloging records; however, the data will be retained when LC uses copy created by other libraries. = Question; do we need to record LC practice??]**

### ***I.8.3 Discussion Points***

Since the AACR2 approved terms are so broad and are essentially meaningless to most users and because the MARC 516 field is available to record more detailed information, LC and CONSER practice has been to omit this field. However, the field may be retained when using copy prepared by another library.

The value of this type of data is under examination by the Joint Steering Committee of AACR2 and it is possible that the “Type of Resource” area will be eliminated in the future.

## ***I.9 Publication, distribution, etc. area (MARC 260 field)***

### ***I.9.1 Applicable Rules***

Per AACR2 12.4, record information about the place, name, and date of all types of publishing, distributing, etc. activities as instructed in AACR2 1.4B. Also follow provisions of AACR2 1.4, as appropriate. Use MARC field 260 for the publication/distribution data. Note that the rules do not permit the shortening of the name of the publisher in the publication/distribution, etc., area, even if the name of the publisher is already given in the title proper or statement of responsibility

For integrating resources, also follow AACR2 12.4.C2 (changes to place of publication, distribution, etc.) and AACR2 12.4D2 (changes to name of publisher, distributor, etc.). These rules specify that when the place or name of publisher changes on a subsequent iteration, the place of publication and/or publisher information is (are) modified to reflect the information appearing on the current iteration.

Dates are recorded following AACR2 12.4F1 which itself refers to the general rule AACR2 1.4F. Important concepts in this rule include:

- If cataloging is being done from the first published issue, iteration, or part, give the beginning date followed by a hyphen if it can be readily ascertained;

Example:

260 \_\_ \$a New York : \$b Harper, \$c 1994-

- If cataloging is not being done from the first published issue, iteration, or part, do not give the beginning date (i.e., do not supply MARC field 260 \$c); give information about the beginning date in a note if it can be readily ascertained (see I.12);

Example:

260 \_\_ \$a New York : \$b Harper

362 \_\_ \$a Began in 1999.

- In describing an integrating resource that is complete, give both the beginning and the ending date(s) of publication, separated by a hyphen.

Example:

260 \_\_ \$a Paris, France : \$b Science France, \$c 1998-2001.

- If no information is available, do not include MARC field 260 subfield \$c and do not give a note (see AACR2 1.7B9 and 12.7B11.1). Omit the comma at end of MARC field 260 subfield \$b if there is no subfield \$c.

Example:  
260 \$a Charlottesville, Va. :\$b LEXIS Pub.

The place and name of manufacturer and date of manufacture are also recorded following AACR2 12.4G2b). If the data in these elements changes on subsequent iterations, modify the MARC field 260 to reflect the current iteration and give the earlier place and/or name of manufacturer in a note if considered to be important.

### *I.9.2 PCC Application/Policy*

LCRI 12.4D1 instructs to apply the optional provision of the rule and give the name of the distributor. Similarly, LCRI 12.4E instructs to apply general LCRI 1.4E and provide a statement of function of publisher, distributor, etc. when needed to clarify the role of two entities named in the publication/distribution area. Use angle brackets when exact dates are unknown.

LCRI 1.4.F8 instructs to apply the optional provision of the rule on a case-by-case basis when the bibliographic resource includes an explicit statement, such as “Began in 1998”. Do not investigate beyond the resource to find such a date.

Example:  
260 \_\_ \$a [St. Paul, Minn.] :\$b Thomson/West, \$c[1998]-

#### *I.9.2.1 Interim practice: Use notes for changes*

Until MARC 21 changes to the 260 field are implemented by library vendors, record earlier place and publisher name information in a 500 note (see I.14.3.7). Use MARC field 500 for these notes.

#### *I.9.2.2 Future practice: Use of multiple MARC 260 fields*

After MARC 21 changes to the 260 field are implemented by library vendors, the MARC field 260 will be repeatable in automated systems. Changes to publication/distribution information will then be reflected in separate occurrences of the MARC field 260.

The first indicator value will be coded either:

- Blank -- the value to be used when a resource is first cataloged
- 1 -- the value to be used when the publisher or place of publication changes and the occurrence is for intervening publishing statements (e.g., those statement between the earliest and latest publisher or place of publication)
- 2 -- the value to be used for the occurrence when the publisher changes, or when the place of publication associated with the earliest publisher

changes; additional publishing statements between the earliest and latest may also be recorded with first indicator value of “2”.

- 3 -- the value to be used for the occurrence reflecting the current publisher when the publisher changes, or when the place of publication associated with the earliest publisher changes.

Example:

*At the point of cataloging the first iteration, the place of publication and publisher and date are described as:*

260 \_\_ \$a New York : \$b American Statistical Association, \$c 1998-

*In 2001, the cataloger is notified that the place of publication and the publisher have changed and a second MARC field 260 is added to the record to reflect the current publisher; after changing the date information, the earlier publication information is retained in another occurrence of the MARC field 260.*

260 \_\_ \$a [New York] : \$b American Statistical Association, \$c 1998-

260 3\_ \$3 <2001-> \$a Washington, D.C. : \$b National Science Foundation

### *1.9.3 Discussion Points*

#### *1.9.3.1 Relationship of Date Information to Fixed Field 008*

The current publication information recorded in the MARC field 260 is the basis of coding the dates in Fixed Field 008, bytes 7-10 and the place of publication in Fixed Field 008, bytes 15-17 (see I.2).

#### *1.9.3.2 Loose-leaves*

Records for loose-leaves often reflect probable (i.e., inexact) dates. As noted, when the date is a probable one, the date is enclosed in angle brackets.

Example:

260 \_\_ \$a Huntington, NY : \$b Juris Pub. , \$c c1990-

500 \_\_ \$a Published: Salem, N.H. : Butterworth Legal Publishers, 1990-1994; Charlottesville, VA : Michie, 1995-<1996>; LEXIS Law Pub., <1996->-1999.

Loose-leaves also undergo changes in the place and publisher. For changes in the place or name of publisher, distributor, etc., place or name of manufacturer, apply AACR2 12.4C2, 12.4D2 or 12.4G2. If any of these elements change, change the description to

reflect the current iteration and give the earlier iterations in a note if considered to be important per AACR 12.7B11.2 (see I.14.3.7).

### *I.9.3.3 Electronic resources*

Commonly, for remote access electronic resources, you do not know whether or not you are viewing the first iteration, so the MARC field 260 \$c is omitted. However, if there is an **explicit** date of publication in the resource, this date may be recorded in the MARC field 260 subfield \$c. Otherwise, date information for electronic resources is recorded in notes.

Note that a single copyright date that appears on a resource cannot be considered the beginning date, since this usually indicates the current year. Treat a single copyright date may be treated as an approximate date, if no other information is available and record in a note (see I.12), rather than as MARC field 260 subfield \$c

Web sites often include many pieces of intellectual content that have different copyright dates. Therefore, it is not clear that when a range of copyright dates or multiple copyright dates appear whether the dates reflect the date of the site or the copyright date for the content. Per LCRI 1.4F8, the first date in a range of dates (e.g., ©1999-2002), is not an explicit statement of the date of publication, but it can be considered a probable date. This date should be recorded in a note (see I.12), not explicitly in MARC 21 field 260 subfield \$c.

#### Examples:

Copyright (c) 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003 by Simon & Schuster, Inc.  
All rights reserved, including the right of reproduction in whole or in part in any form.

362 \_\_ \$a Began in 1996.

© 1997-2002 History Guide, SUB Göttingen. URL: <http://www.historyguide.de/>  
© 2002 InformationsWeiser Geschichte, BSB München. URL: <http://mdz2.bib-bvb.de/hist/>

362 \_\_ \$a Began in 1997.

Explicit publication date information may appear on the home page, login screen, menu, splash screen, etc. of a remote access resource.

Examples of phrases that are considered explicit statements of publication include:

Created in/on (date)  
Institute mounted this page in (date)

Site no longer maintained after (date)

*I.9.3.3.2 When to transcribe date of publication*

Since it is not often that one is cataloging a remote access electronic resource from the first iteration, it is going to be a rare instance when a date is recorded in MARC field 260 \$c. However, for copy cataloging, when using a record from another library to catalog an integrating resource (i.e., the cataloging being done is not for the first iteration), and that library has recorded a beginning date in MARC field 260 \$c, accept that date.

## ***I.10 Physical description (MARC 300 field)***

### ***I.10.1 Applicable Rules***

AACR2 12.5 provides the rules for the physical description for an integrating resource. Rules for print integrating resources (i.e., loose-leafs) are governed also by AACR2 2.5 and the special manual for loose -leafs. This field is omitted for electronic integrating resources per the footnote in AACR2 rule 9.5

For loose-leafs, specifically, per AACR2 12.5C2b, additions, changes, or deletions in physical details between iterations result in changes to the physical description area to reflect the current iterations. Per AAC2 12.7B12.2, earlier information is retained in a note, if the change is considered important (see I.14.3.8).

### ***I.10.2 PCC Application/Policy***

Guidelines in the *Cataloging rules for the description of looseleaf publications : with special emphasis on legal materials* come into play for this field. Refer to that tool and the amplification of the applicable AACR2 rules below.

### ***I.10.3 Discussion Points***

#### ***I.10.3.1 Loose-leafs***

For updating loose-leafs, add the qualifier “(loose-leaf)” to the description of contents in MARC field 300 subfield \$a. If the updating loose-leaf includes transfer volumes, describe the extent in terms of “loose-leaf” and “transfer” following AACR2 rule 12.5B1 and LCRI 12.5B1.

Example:

300 \$a v. (loose-leaf), v. (transfer)

Per LCRI 12.5B1, do not record the number of volumes until a title is complete. (Note that prior to December 1, 2002, the number of volumes was included for updating loose-leafs that were still in progress).

Per LCRI 12.5B2, if the loose-leaf has ceased publication, record the number of both numbered and unnumbered volumes, including both in the total number of volumes in the extent statement. If it is important to indicate the presence of unnumbered volumes, make a note per 12.7B12 (see I.14.3.8). (Also note that prior to December 1, 2002, only the numbered volumes were recorded).

Example:

500 \_\_ \$a Includes unnumbered volume: European Union law update.

For changes in dimensions, follow LCRI 12.5D2. Apply rule 12.5D2 only when there are multiple parts in the same iteration that differ in size. If the size of the part changes on a subsequent iteration, update this information based on that iteration.

For accompanying material, give these details as instructed in AACR2 1.5E and 12.5E1b.

Example:

300 \_\_ \$a v. (loose-leaf) : \$b forms ; \$c 26 cm. +\$e 2 computer disks (3 ½ in.)

*I.10.3.2 Electronic resources*

This field is omitted for electronic resources per AACR2 rule 9.5.



## ***1.11 Frequency***

### *1.11.1 Applicable rules*

Per rule 12.7B1, notes should be made about the frequency of updates to an integrating resource, if this can be determined. Current frequency is recorded in a MARC 310 note. If the frequency changes on later iterations, the former frequency is recorded in a MARC 321 field.

### *1.11.2 PCC Application/Policy*

Although AACR2 says it is not necessary to add a frequency note if the frequency is apparent from the content of the title and statement of responsibility area, PCC practice per LCRI 12.7B1 is to record frequency in all cases where frequency is known. For integrating resources the word “updated” or “updates” is included in the note to clarify that the resource itself does not have the frequency.

Examples:

310 \_\_ \$a Updated quarterly.

310 \_\_ \$a Monthly updates.

### *1.11.3 Discussion points*

#### *1.11.3.1 Determining and recording frequency*

Determining frequency of updates for online integrating resources can be difficult. If the frequency is unknown, the MARC 310 field is omitted from the bibliographic record. When a MARC 310 note is present, the information should coordinate with the Frequency and Regularity elements in the MARC fixed field 006 (bytes 01 and 02) or MARC fixed field 008 (bytes 18 and 19). If no frequency can be determined and the MARC 310 field is omitted, then Frequency and Regularity in the fixed fields are each coded as “u” (unknown).

The term “Continuously updated” is used for sites updated more frequently than daily.

Most loose-leafs do not carry a stated frequency statement. Some loose-leaf services state the frequency on the filing instruction sheet for the updates.

#### *1.11.3.2 Changes in frequency*

When frequency changes, the information in the MARC 310 field is moved to the MARC 321 field, and a subfield \$b for the applicable dates is added. The current frequency is then recorded in the MARC 310 field, with a subfield \$b added for the beginning date of the current frequency. In most cases, the exact beginning date will not be known, so the date of the current iteration will be supplied in angle brackets. Note that subfield \$b is

used in a MARC 310 field, only if there is also a MARC 321 field in the record. A MARC 321 field can only be used when there is also a MARC 310 field present.

The MARC field 321 is repeatable, so if frequency changes again with later iterations of the resource, several former frequencies can be recorded. If more than three past frequencies are known, use the phrase “Frequency varies” and just supply a single MARC 321 field with the appropriate date ranges.

Example:

*As viewed initially Sept. 9, 1999*

310 \_\_ \$a Updated quarterly.

*Same resource viewed on May 15, 2001*

310 \_\_ \$a Updated monthly \$b <May 15, 2001->

321 \_\_ \$a Updated quarterly \$b <Sept. 9, 1999- >

(Question--just use years in \$b or use complete dates. Include full range in 321 \$b (e.g. <1999-2000>, or do as shown?)

The use of a note “Updated irregularly” or “frequently updated” serves little purpose on the initial iteration of a resource. However it may be useful when frequency changes from an totally irregular (unknown) pattern to a regular one, or vice-versa.

Examples:

310 \_\_ \$a Updated bianually \$b <Nov. 23, 2002->

321 \_\_ \$a Updated irregularly \$b <Jan 3, 2001->

310 \_\_ \$a Weekly updates, |b <release 2002-1->

321 \_\_ \$a Updated twice a month, |b 1999-

Whenever a MARC 310 is changed, the fixed field elements of the record must be updated to match the current frequency and regularity.

## ***I.12 Numbering (MARC 362 field)***

### ***I.12.1 Applicable rules***

Rules 12.3 in AACR2 deals with recording numeric, alphabetic, or chronologic designation of continuing resources. AACR2 12.3A1 states that this area is not generally applicable to integrating resources, even if the updates are numbered. The numbering area unformatted note is used to record dates when the first/last iterations are not available (see I.14.3.7).

Rule 1.4 F8 deals with dates for serials, integrating resources and multipart items. It instructs catalogers to supply beginning dates only if the first iteration is in hand, and ending dates only if the last iteration is available. If the first /last iteration is not available, then information about beginning/ending dates is supplied in a note.

The proper MARC tagging for this note is an “unformatted” 362 field (i.e. a 362 field with a first indicator of “1”). Numeric designation is recorded in a “formatted” 362 field (i.e., a 362 field with a first indicator of “0”). A formatted 362 is never used for integrating resources.

### ***I.12.2 PCC Application/Policy***

Although Rule 1.4F8 has an option that allows the cataloger to supply a beginning/ending date if readily available in the 260 field, when the first/last iteration is not in hand, PCC practice for integrating resources and multipart items is to apply this option on a case-by-case basis, only if the resource contains an **explicit** statement of a beginning date, such as: “Created on March 10, 2001” or “Began publication in 1998.” In all other cases, an unformatted MARC 362 field should be used for beginning and ending dates. This date can be an exact or estimated date. Beginning and ending dates may be combined in a single note if neither are explicitly stated.

#### **Examples:**

362 1 \_ \$a Began in 1997.  
362 1 \_ \$a Began in 1990's.  
362 1 \_ \$a Began between 1998 and 2001.  
362 1 \_ \$a Began in 2000; ceased in 2002?  
362 1 \_ \$a Began publication in 1998 or 1999.  
362 1 \_ \$a Completed publication in 2002?

### ***I.12.3 Discussion Points***

#### ***I.12.3.1 Electronic integrating resources***

Because updating websites and databases change so frequently, it is almost impossible to determine whether or not you have the “first” iteration, so catalogers will often need to

indicate initial dates of publication in a note, rather than in the imprint area of the record. If an explicit date can be found on the website, that is recorded in the MARC 260 subfield \$c, and no MARC field 362 note is needed. However, if the resource gives a range of copyright dates, e.g. c1997-2002, that is not considered to be an explicit statement of initial publication. The initial date can be used as an inferred beginning date in the MARC 362 field. Note that the final date in the range is not to be taken as an ending date for the resource. That date just indicates the copyright continues to be held and is updated annually to reflect the latest year.

In general, a MARC field 362 is not used if there a MARC 260 subfield \$c in the record, unless the resource has ceased and the cataloger is able to add a final date to the MARC field 260 subfield \$c from the last iteration.

Example: *On Website at time of initial cataloging: c1997-2001.*

260 \_\_ \$a New York : \$b Corona

362 1\_ \$a Began in 1997.

*Site later ceases with an explicit statement: No updates made to this site after Sept. 15, 2002. These fields are changed to reflect this information as follows:*

260 \_\_ \$a New York : \$b Corona, \$c -2002.

362 1\_ \$a Began in 1997.

### ***I.13 Series statement and series added entries***

#### ***I.13.1 Applicable Rules***

Per AACR2 12.6B, record series information as instructed in AACR2 1.1B and 1.6. As for titles (see I.6), AACR2 1.1B instructs that changes for transcription of title proper for introductory words, typographical errors, and initialisms or acronyms apply to the transcription of title in this area.

Further amplification is given in AACR2 12.6B2b). AACR2 1.6G1 directs the cataloger to supply the bracketed information “[new ser.]” or its equivalent if a new sequence of numbering with the same system doesn’t include such wording.

For integrating resources and if a series is added, deleted, or changed on a subsequent iteration, change the series area to reflect the current iteration. If considered to be important, retain the series information from the earlier iteration in a note (see I.14.3.10).

Make series added entries according to the rules outlined in AACR2 21.30L, providing access points under the heading for each separately cataloged work in the series if it provides a useful collocation.

Example:

440 \_0 \$a Court rules series

490 \_1 \$a 1980-1990: Federal practice series

830 \_0 \$a Federal practice series.

#### ***I.13.2 PCC Application/Policy***

LCRI 21.30L instructs to apply the optional provision for adding the numeric, etc., designation of the series in the series added entry LCRI 21.30L also gives guidance regarding the form of the series added entry and specifies that an added entry be provided also for any series information for a traced series recorded in a note (see I.14.3.10).

#### ***I.13.3 Discussion Points***

The series designation in the added entry is given in the form established in the series authority record.

Consider the series information from an earlier iteration important and retain it in a note if the series is a traced series (see I.14.3.10).

Example:

500 \_\_ \$a Series title, 1980-1990: Federal practice series.

### ***I.14. Notes***

As has always been the case for serials, integrating resources are materials which exist and may change over time; therefore, notes play an equally important role in conveying the full information regarding the integrating resource. Notes are used to:

- Provide information that is not contained in the body of the entry that justifies an added access point on the bibliographic record;
- Record information on changes in the bibliographic details of the integrating resource over time;
- Provide other types of information depending on the content of the integrating resource (e.g. data relevant to the content aspect of the integrating resource as opposed to its physical carrier).

Take information given in notes from any source and from any iteration of an integrating resource (AACR2 1.7A2). Because there are no prescribed sources for notes, brackets are not needed, except when given to show that information is supplied (see Changes over time).

Notes are constructed in AACR2 records according to the *Chicago Manual of Style* (AACR2 O.11). For example, a note should not begin with a date.

In formulating notes, follow the predominant pattern in AACR2 which leans towards a preferred format for formal notes:

[introductory word(s)]: [information], [dates].

This pattern should be followed in creating notes, when possible. However, if the information does not lend itself to this wording, do not use the pattern. Also, when using bibliographic data in notes created by another cataloger, do not alter it solely for stylistic reasons.

Other guidelines in the recording of notes are that notes should be useful and as succinct as possible.

#### ***I.14.1 Applicable Rules***

Include all notes prescribed by the **relevant chapter** in AACR2 for the content being cataloged and any other notes considered important to the description of the integrating resource. In addition, the rules in AACR2 12.7 govern the notes to be used in describing integrating resources. Accordingly, for example, when cataloging an integrating resource that is a loose-leaf, the rules in both Chapter 2 and Chapter 12 apply. For an integrating resource that is an electronic resource, the rules in both Chapter 9 and Chapter 12 apply.

The notes for integrating resources are based on all iterations of the resources and any other source or sources which can provide the needed information. Therefore, the notes contain information that changes over time and this data requires maintenance over the life of the resource. Again, the cataloger is responsible for reflecting such changes in the description and corresponding notes of the bibliographic record when these changes are brought to his/her attention.

Although as for other materials, most notes are optional, there are some that are required due to the changeable nature of integrating resources. It should be noted that the discussion in this section outlines the use of notes without regard to the level of cataloging (e.g., full, core, or minimal) which is being provided. In cataloging practice, the cataloger should take into consideration to the level of cataloging being provided in order to determine which notes should be provided.

Some notes serve as descriptive elements (e.g. notes related to changes in responsibility, changes in publisher, or changes in place of publication); other notes serve both as descriptive elements and access points for the integrating resource (e.g., notes on changes in issuing body). Notes will either be described in the standard MARC 5XX range of fields or in other specific MARC fields outlined in this document (e.g. frequency in MARC field 310 (see section I.11)). Certain MARC fields previously reserved or exclusively used by serials are now to be used for integrating resources as well; the note recording frequency which is recorded, as noted, in MARC field 310 (see section I.11) is one such example.

Refer to Section I.15 for notes on bibliographic relationships that will be provided according to AACR2 12.7B8.

#### *I.14.2 PCC Application/Policy*

##### Scope of Applicability

Per AACR2 12.7A2, if it is known that the note provided does not apply to all iterations of a resource, add appropriate numbering or publication dates.

Example:

500 \_\_ \$a Edited by Ellen Thomas prior to Jan. 2002.

##### Changes Identified by Time

LCRI 12.7A2 requires that, when a data element (e.g., the title proper, statement of responsibility, etc.) changes, information to locate in time the presence of the previous information is recorded. The LCRI also goes on to state that :

If exact information about the timing of the change is not readily available, use information already in the record: for electronic

integrating resources, use the date from the “viewed on information”<sup>1</sup>; for non-electronic integrating resources, use information from a “Description based on” note<sup>2</sup>.

When the information about the timing of the change is taken either from “viewed on” information or from a “description based on” note, it is to be recorded within angle brackets (e.g. <>). Do not attempt to determine exactly when the data element changed.

This LCRI has particular importance in the discussion points listed below and will be illustrated in the examples provided.

### Language of Notes

LCRI 12.7A2 also defines PCC practice for the language of notes and instructs that while notes are given in English according to AACR2 1.OE1, the update number or the release date is given in the language in which it appears (e.g., juin 2002, for a release date of a French resource).

Requirement for Frequency Note See section I.11.

#### *I.14.3 Discussion Points*

*I.14.3.1 Order of notes [Still to be determined]*

*I.14.3.2 Language notes (041 and 546 fields)*

MARC field 546 provides information concerning the language or languages of the text, summaries, etc. Coded language information must also be supplied in field 008 (character positions 35-37) and may also be given in MARC field 041.

Example:  
008 bytes 35-37: eng  
041 \_\_ \$a eng \$a fre  
546 \_\_ \$a Text in English and French.

For electronic integrating resources, use the MARC field 546 note for a site available in multiple languages, accessible at a single URI. [\[Verify this approach with SCT/PCC folks\]](#)

Example: Site available in multiple languages

<sup>1</sup> Refer to I.14.13.10 for the details of the “viewed on” note.

<sup>2</sup> Refer to I.14.13.12 for the details of the “Description based on:” note.





Example:  
546 \_\_ \$a Site in English and French.

#### *I.14.3.3 Changes in title (MARC 246, 247, 500, or 547 fields)*

As stated in I.6, when the title proper of an integrating resource changes to reflect the current iteration, it is important to retain the information regarding the previous iteration. A MARC field 500 note may be used to record slight changes in the title proper, if the change is a minor one, (e.g., the change appears at the end of a long title) and access isn't affected.

However, when the current iteration shows changes to the title proper that are more significant, the former title is retained as MARC field 247 per AACR2 12.1B8b. Identification of the earlier iteration is given in MARC 247 subfield \$f; the ISSN of the earlier title proper is included in MARC 247 subfield \$x.

In addition, if the situation is complex, an explanation of the change to the title proper is also given as a note in MARC field 547. Per LCRI 12.7B4.2, the MARC field 547 is not routinely given whenever there is a MARC field 247 to record a change in title proper; the note is used only when there is a need to provide more explanation than is possible in the MARC field 247.

MARC field 247 "Former title proper" is the note used to generate an added entry in addition to a note. Do not use MARC field 247 for earlier changes in title other than changes in the title proper (e.g., do not use for changes in parallel title or other title information). Use MARC field 246 for those types of changes. The MARC field 547 is reserved as the "former title complexity" note.

Example:

*Existing record*

022 \_\_ \$a 1111-1111

245 00 \$a Taxation of intangible assets.

500 \_\_ \$a Description based on: release 2, published 1997.

*After notification of changes, the record is changed to:*

022 \_\_ \$a 2222-2222

245 00 \$a Federal income taxation of intellectual properties and intangible assets.

247 10 \$a Taxation of intangible assets \$f <release 2, published 1997> \$x 1111-1111

500 \_\_ \$a Description based on: release 12, published 2002.

#### *I.14.3.4 Other title information and changes in other title information (500)*

AACR2 12.7B5 instructs to make notes on parallel titles (i.e., titles in other languages or scripts) not already recorded, if these are considered to be important. Similarly, per AACR2 12.7B6, information regarding other title information not already recorded in the title and statement of responsibility area is required to be recorded in a note if it is considered important in the description of the resource. Some guidelines on considering other title information important include:

- If the other title information includes good descriptive terms that might be useful in keyword searches
- The words would help to clarify a “weak” title proper

Such notes are transcribed in MARC field 246, recording the other title information in subfields \$a and subfield \$i to identify the iteration.

If considered important, changes to information regarding the parallel title or other title information for an integrating resources are also transcribed per AACR2 12.7B5.2b and 12.7B6.2b respectively.

Example:

245 00 \$a Managing environmental liability : \$b business transactions and Brownfield redevelopment.

246 \_0 \$i Subtitle, 1990-1997: \$a Law & strategy for businesses and corporations

246 \_0 \$i Subtitle, 1998-2001: \$a Managing environmental risks in corporate /real estate transactions and Brownfield redevelopment

500 \_\_ \$a Description based on: update 25, 2002.

*I.14.3.5 Statements of responsibility or issuing bodies and changes to statements of responsibility (500 or 550 fields)*

AACR2 12.7B7.1 instructs to make notes on statements of responsibility that do not appear in the title and statement of responsibility area, if it is considered to be important. Record the note describing the statement of responsibility in MARC field 550.

Per AACR2 12.7B7.2b, also make notes on statements of responsibility no longer present on the current iteration, or that appeared in a different form on earlier iterations, if considered to be important. MARC 550 notes are combined to describes changes to issuing body information over time.

If the changes have been numerous and complex, a general statement can be made.

*I.14.3.6 Changes in edition statement*

Per AACR2 12.7B9.2, for integrating resources, make notes on changes in edition information no longer present in the current iteration, or on edition information that appeared in a different form on earlier iterations, if considered to be important. Again, if the changes over time have been numerous, a general statement describing the edition changes over several iterations may be made.

Use MARC field 500 to provide notes on changes to the edition area of an integrating resource.

*I.14.3.6.1 Loose-leafs*

Apply LCRI 12.7B9.2 for a gradual replacement edition of a loose-leaf publication (see LCRI 12.2F1), and make a note about the new edition statement.

Example:

500 \_\_ \$a Updated to 2nd ed., June 2001.

*I.14.3.7 Changes in publication, distribution, etc.*

Per AACR 12.7B11.1, if it is known that a resource has suspended publication with the intention of resuming at a later date, give this information in a MARC 500 note. Also give notes on beginning and/or ending dates of publication not already recorded in the publication area.

Apply AACR2 12.7B11.1 if the first/last iterations are not available and give information about dates in a note (see I.12).

#### *I.14.3.7.1 Interim practice*

If the place of publication changes when an iteration changes, give the earlier place in a note if considered important (see AACR2 12.7B11.2) . If the changes have been numerous, make a general statement.

Similarly, if the publisher changes when an iteration changes, make a note about the earlier publisher, if considered to be important (see AACR2 12.7B11.2).

#### *I.14.3.7.2 Future practice*

See I.14.9.2.2 for use of multiple MARC 260 field.s

#### *I.14.3.8 Physical description*

Follow AACR2 12.7B12.1 and make notes on physical details that are not already included in the physical description area.

Per AACR2 12.7B12.2, also make notes on physical details no longer present on the current iteration, if considered to be important. If the changes have been numerous, make a general statement.

Use MARC field 500 to record changes in the physical description of an integrating resource.

#### *I.14.3.9 Accompanying material note*

Follow AACR2 12.7B13 and make notes on the location of accompanying material, as appropriate, giving details of accompanying material when it is not mentioned in the physical description area or given a separate description.

Use MARC field 500 to record notes regarding accompanying material.

#### *I.14.3.10 Changes in series*

Per AACR2 12.7B14.1, provide a note to give the details of the numbering within a series if the numbering varies from issue to issue and it is considered important. Also, following AACR2 12.7B14.2b, for integrating resources, make notes on series statements no longer present on the current iteration if it is considered to be important. Similarly, make a note if a series is present on the current iteration that was not present on an earlier iteration.

Use MARC field 500 to record changes in the series area.

Consider it important and make a MARC field 500 note if the series on the earlier iteration was a traced series. Also, if a former traced series is now recorded only in the note, also make an 8XX series added entry (see p 3-4 of LCRI 21.30L for example)

Example:

500 \_\_ \$a Series title, 1990-<1999>: Clark Boardman entertainment & communications law library.

830 \_0 \$a Clark Boardman entertainment communications law library.

#### *I.14.3.11 Other formats (530 field)*

Per AACR2 12.7B16, make a note to provide the details of other formats in which the content or partial content of the resource is, or has been, issued. Use MARC field 530 for this note.

Example:

530 \_\_ \$a Also available online.

530 \_\_ \$a Latest tables of contents available online.

**[Verify with SCT/PCC folks: When using a 776 linking field, is there a need to record both the 776 and the 530 fields, since both are essentially notes? We don't believe so even though we have been doing it.]**

#### *I.14.3.12 Indexes*

Per AACR2 12.7B17, make notes on the presence and nature of indexes if considered to be important.

#### *I.14.3.13 Summary*

Per AACR2 12.7B18, for electronic integrating resources, provide a brief description of the content of the resource, unless it is apparent from the rest of the description. The summary note is mandatory, if applicable, according to the *BIBCO Core Standard for Monographic Electronic Resources*.

#### *I.14.3.14 Latest iteration consulted*

Per AACR2 12.7B23, note the latest iteration used for the cataloging description (if not the first) . This type of note is recorded as a MARC field 500 general note.

Examples:

500 \_\_ \$a Description based on: release 3, 2002.

500 \_\_ \$a Description based on: update no. 2, published Oct. 2001.

500 \_\_ \$a Description based on: update no. 3, Sept. 2001.

For remote access electronic resources, this note is often combined with the “source of title” note described in I.14.3.16.1.

Example:

500 \_\_ \$a Title from home page last updated July 2000 (viewed on Aug. 19, 2002)

When the bibliographic record has been updated based on changes in the current iteration, replace the "viewed on" date in the record with the current date (regardless of which note this is associated with). In addition, when a resource includes a specific date of update, include this date in the “Description based on:” note as well as in the date viewed. **[Verify the approach in the last sentence of giving both the date of update and the date of viewing]**

Example:

*The note in the example above is revised when the bibliographic record is updated as:*  
500 \_\_ \$a Title from home page last updated Sept. 2002 (viewed Nov. 15, 2002).

#### *I.14.3.15 Notes specific to Loose-leaves*

##### *I.14.3.15.1 Physical description and changes in physical description*

Apply AACR2 12.7B12.

If the updating loose-leaf contains both numbered and unnumbered volumes and the total number of volumes is recorded in the physical description per LCRI 12.5B2, when it is important, use a note to record the presence of unnumbered volume(s).

Example:

500 \_\_ \$a Includes unnumbered volume: European Union law update.

When the physical description field changes per LCRI 12.5D2 (i.e., when there are multiple parts in the same iteration that differ in size and the size of the part changes on a subsequent iteration) and it is considered important, the size of the parts of the earlier iteration is recorded in a note per AACR2 12.7B12.2.

Use MARC field 500 to record such notes.

#### *I.14.3.15.2 Accompanying material*

When loose-leaf publications contain accompanying material, the physical details of the accompanying material may be too detailed to be incorporated into the physical description (MARC field 300). In these cases, follow the rules in AACR2 12.7B13 and make a note describing the physical details of the accompanying material (see I.14.3.9).

#### *I.14.3.16 Notes specific to electronic resources*

##### *I.14.3.16.1 Source of title note*

Following AACR2 12.7B3 and referring also to AACR2 9.7B3 for remote electronic resources, always provide a note documenting the source of the title proper. Record this type of information in a MARC field 500 note. As noted under I.14.3.14, this note is often combined with the note on the latest item consulted for the description and the date viewed (see I.14.3.16.4).

In citing the source of the title proper for electronic resources, use the terms defined in the document, *Source of Title Note for Internet Resources*.<sup>3</sup>

Use MARC field 500 to record such notes.

##### *I.14.3.16.2 Source of edition statement*

For electronic resources, also follow AACR2 9.7B7 and give the source of the edition statement if it is different from the source of the title proper. In citing the source of the edition statement, also refer to the terms defined in the document, *Source of Title Note for Internet Resources*.<sup>1</sup>

Record this type of information as a MARC field 500 note.

##### *I.14.3.16.3 Notes on physical description (e.g., presence of sound and color)*

For electronic resource, follow AACR2 9.7.B10 and make notes on important physical details that are not included in the physical description area, particularly if these details have bearing on the use of the item. Provide a note describing physical details (e.g., presence of sound or color, etc.) if they are readily available and considered important.

Record this type of information in a MARC field 500 note.

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<sup>3</sup> Barrett, Marcia. *Source of title note for internet resources*. Online Audiovisual Catalogers Association, Cataloging Policy Committee, 2001. Retrieved August 28, 2002 from: <http://ublib.buffalo.edu/libraries/units/cts/olac/capc/stnir.html>.

<sup>1</sup> Ibid.

Example:

500 \_\_ \$a Stereo.

500 \_\_ \$a Multi-colored.

*I.14.3.16.4 Date resource was viewed for description*

Per AACR2 12.7B23b, for remote access integrating resources, always give the date on which the resource was viewed for the description.

Example:

500 \_\_ \$a Viewed on Aug. 18, 2002.

Note, this note is often combined with the note describing the source of title for an electronic resource (see I.14.3.16.1).



## ***1.15 Linking relationships***

### *1.15.1 Applicable rules*

Rule 12.7B8 covers notes that should be made for linking relationships for a resource and its immediately preceding, immediately succeeding, or simultaneously issued resources. In addition, rule 21.28 on added entries for related works should be consulted.

### *1.15.2 PCC application policy*

LCRI 21.28B1 specifies that for integrating resources, reciprocal linking notes will be made between related works, and no added entries should be made, unless the related work falls into the categories covered by rules 21.8-21.27--i.e. specific types of relationships such as adaptations, revisions, and translations. Thus, for the majority of linking relationships notes will be made on the two related resources, but no related work added entries will be made (i.e. 76X-78X notes are made, but 700-730 entries are not made).

Links are made between serials and integrating resources, integrating resources and integrating resources, and integrating resources and monographs.

Per LCRI 12.7B8, for all linking notes, works should be cited using the entry form under which the resource is found in the catalog against which the searching and cataloging is done. All main entries must be given in AACR2 form. If the main entry on the related record is not in AACR2 form it must be changed to AACR2.

For continuations and splits, PCC practice is not to apply the option supplying date of the change. However, for absorptions, PCC practice is to supply the date of absorption when readily available. This is now covered by LCRIs 12.7B8a, 12.7B8c and 12.7B8d.

Most linking note fields in MARC21 include display constants that are generated along with the contents of the field, if the first indicator is set to "0." In most cases, catalogers will want the text of these notes to display.

### *1.15.3 Discussion points*

#### *1.15.3.1 Chronological relationships*

Since cataloging records for integrating resources are updated with each iteration, it is unlikely that there will often be chronological relationships notes needed. This would only occur when a print loose-leaf is entirely replaced with a new edition, or a new website is created and the old one is still left online with a different URL.

If either of these events should occur, then appropriate reciprocal notes are made in the new record and the original record. Examples of reciprocal notes are:

- Continued by B
- Continues A
- Merged with A to form C
- Merged with B to form C
- Merger of A and B
- Split into: B and C and D
- Continues in part A
- Absorbed by B
- Absorbed A

There are special MARC21 fields defined for chronological relationship notes: MARC field 780 (Preceding entry) and 785 (Succeeding entry). By selecting an appropriate second indicator in the MARC field 780 and 785 notes, the text shown above will be generated automatically, and the cataloger only needs to provide the correct entry for the resource title in subfields \$a \$t (or \$s) or \$t. See the *MARC 21 Format for Bibliographic Data* for a complete discussion of the use of these fields.

Examples:

780 00 \$a Miller, Harry D. \$t California real estate 2d. Real estate digest \$w  
(DLC) 92201323

785 00 \$a Bittker, Boris I. \$t Federal income taxation of individuals. \$b 3rd ed. \$z  
0791345424 \$w (DLC) 2002104288

### *1.15.3.2 Horizontal relationships*

Integrating resources may have relationships with other resources that the cataloger will want to note. These would include translations or resources published simultaneously in several editions.

Reciprocal note fields are available in MARC21 for these type of notes. Translations are recorded in 765 (Original language entry) and 767 (Translation entry) notes. Indicators can be coded to automatically generate the notes: “Translation of” and “Translated as.”  
[Question--This would not be used for one Website that is presented in 2 or more languages, at a single URL, where user has a choice of language options. Insert instructions to use 546 note and 740s for that case?]

The 775 field is used for works issued in simultaneous editions. Indicators can be coded to automatically generate the note: “Other edition available” which is used on both related records.

### *1.15.3.3 Other formats*

When a work is simultaneously issued in several formats, such as print and online, or CD-ROM and online, that information is recorded in a 776 (Additional physical form note). [Question--do you also need to include a 530?]

#### *I.15.3.4 Supplements*

If an integrating resource is a supplement to another resource, give the name of the main resource in a note. For online material, the main website is not to be considered a parent entry, and particular resources within that site are not treated as supplements.

If the resource has supplements that are described separately, notes should be made about the supplement. Per LCRI 21.28B1, added entries would also be made for the related titles.

The reciprocal MARC fields for supplement notes are 770 (Supplement/special issue entry) and 772 (Supplement parent entry). Indicators can be coded to automatically generate the notes: “Has supplement” and “Supplement to:”

#### *I.15.3.5 Other relationships*

For other linking relationships, or where the type of relationship cannot be determined, the MARC 787 field (Nonspecific relationship) is used. In case of doubt about possible relations between resources, do not make a note.

If the relationship is too complex to use one of the system supplied notes, the MARC 580 field may be used to describe the relationship.

## ***I.16 Subject headings and classification***

### *I.16.1 PCC Application/Policy*

In line with the guidelines for BIBCO and CONSER participation, it is expected that records for integrating resources contain subject headings. The requirement that a record contains a classification number differs for each of these national programs (see I.16.1.2). A library does not need to use one particular subject thesaurus or classification scheme, but may use any classification or subject heading scheme assigned a code within the MARC 21 format.<sup>1</sup>

For more information regarding the tools used and further guidance on subject analysis and classification, refer to the appropriate sections of the *BIBCO Participants' Manual* or the *CONSER Cataloging Manual*.

#### *I.16.1.1 Subject Headings*

Regardless of the level of cataloging provided (e.g., full vs. core), catalogers submitted BIBCO and CONSER records are expected to perform appropriate content analysis and to assign headings that accurately describe the content of the title being cataloged. Generally though, for core level records, assign “at least one or two” subject headings. It is important to note that the core level standard does not restrict the number of subject headings; catalogers are instructed to assign the subject headings to the level of specificity that best represents the work.

Names used as subjects are expected to be established under authority control and represented by authority records in the National Authority File (NAF). However, newly-proposed LC subject headings that have been submitted as SACO proposals may be entered on bibliographic records and coded as BIBCO/CONSER even if they have not yet been accepted into the thesaurus.

#### *I.16.1.2 Classification*

There are differences in the requirements depending on whether the material is being submitted to BIBCO or CONSER. Classification is not required for CONSER.<sup>2</sup> Per current BIBCO guidelines, when creating for loose-leafs, classification is required; however, classification is not required for electronic resources cataloged at the core-level.

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<sup>1</sup> *BIBCO Participants' Manual*, B. Record Content, p. 28-30; *CONSER Cataloging Manual*, Module 15, by John Reimer.

<sup>2</sup> Core record for CONSER (Viewed January 10, 2003) at <http://www.loc.gov/acq/conser/recordreq.html#core> and Core record for Books (Viewed January 10, 2003) at <http://www.loc.gov/catdir/pcc/bibco/corebook.html> and Core record for monographic electronic resources at <http://www.loc.gov/catdir/pcc/bibco/coreelectro.html>

## *I.16.2 Discussion Points*

### *I.16.2.1 General Aspects of Subject Analysis for Integrating Resources*

The assignment of subject headings to integrating resources is generally the same as for other materials. Integrating resources are similar to serials in that since the resources have the potential to change over time, the subject headings assigned should be broad enough to encompass possible future changes in content.

In cataloging integrating resources, particularly electronic integrating resources, reliable sources for the assignment of subject headings include the contents page, the “About” statement, or any announcements available that describe the resource.

If desired, libraries may elect to use form subdivisions in conjunction with topical subject headings, as appropriate to the integrating resource being cataloged. For example, the form subdivision “directory” may be particularly useful for describing websites that serve as directory listings.

Example:

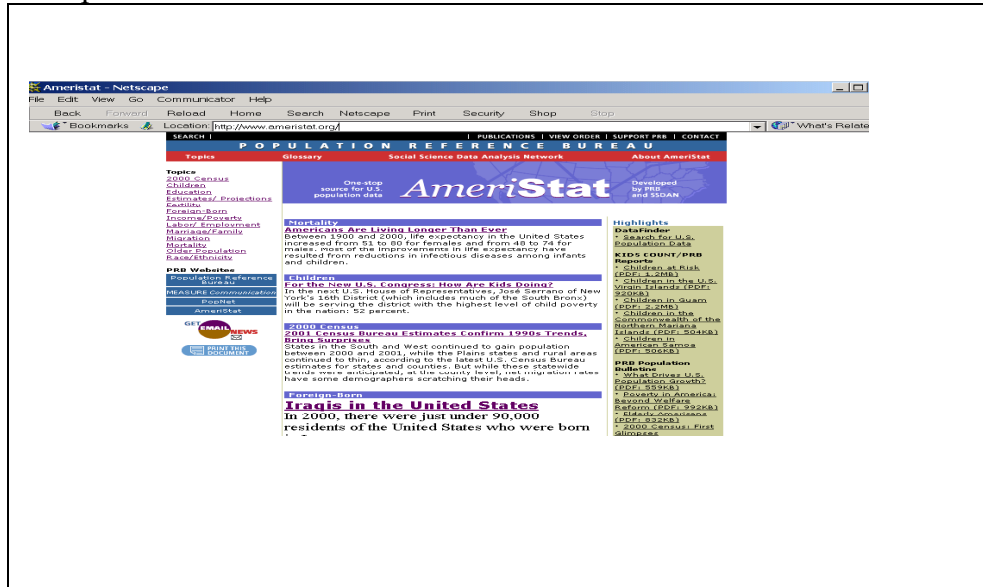
The screenshot shows the top of the ASA website with a maroon header. The header contains the text "American Statistical Association" in white, followed by "amstat online" in a smaller font. Below this, a black navigation bar contains the links "Chapters", "Committees", "Sections", and "Home" in white. The main content area has a white background with the title "ASA Membership Directory" in large, bold, maroon letters. Below the title, there is a search instruction: "Search for members who have chosen to be in this directory." Underneath this, there is a "Search by:" section with three input fields: "Name (last, first) :", "State :", and "ZipCode :". The "State :" field is a dropdown menu currently showing "Choose State".

Note also that LC assigns the free-floating subdivision “databases” to subjects when the resource meets the following definition:

A database is a collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system. The data are encoded, and each file is designed with a high-level structure for accepting, storing, and providing information on demand. Typically, there is a set of definitions for the database that describe its various data elements and a set of codes to identify each element. The database may include the

database management software that created the file, or it may include only the data.<sup>3</sup>

### Example: Database



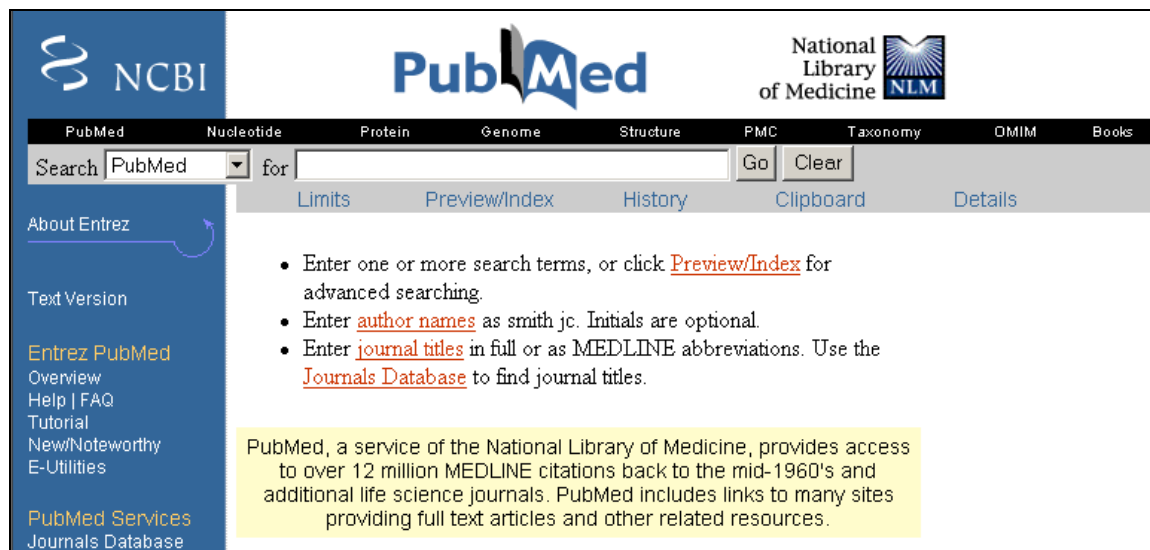
Subject headings for the record for this database are likely to be improved by the addition of the form subdivision “-Databases”.

<sup>3</sup> *Subject cataloging manual: subject headings*. 5<sup>th</sup> ed. Washington, D.C.: Cataloging Distribution Service, Library of Congress, 1996. (H520).

For those libraries using the LC subject thesaurus, the manual goes on to instruct:

Do not assign the subdivision –Databases under subjects for computer files that are essentially textual in nature, such as articles, conference proceedings, literary works, form letters.<sup>4</sup>

Example: LC would not assign the form subdivision “-Databases” to the record for the site below.



#### *I.16.2.2 Changeable nature of content of integrating resources—impact on subject analysis*

Whenever the bibliographic record for an integrating resource changes and the record is being modified to reflect changes to the description, it is also advisable to quickly check for changes to the subject scope and content of the resource.

If there are significant additions, deletions, or other changes in subject content, the cataloger is responsible for adding new subject headings to reflect the current iteration and for deleting headings for earlier iterations that no longer are applicable to the resource.

In addition, it is important to review the subject headings assigned at this point to determine if there have been changes/additions to the subject vocabulary originally used that would improve the subject access to the resource.

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<sup>4</sup> Ibid.

## **I.17 Special problems**

### ***I.17.1 Loose-leaf Services***

See LCRI 12.0 which gives the definition of a special category of loose-leaf. A loose-leaf service as a publication issued in several component parts, often in a combination of updating loose-leaf and bound volumes containing both primary and secondary source material. Sometimes a loose-leaf service is called a reporter.

**[VERIFY PCC Practice here; Why isn't the LCRI 12.0 coded as PCC practice; if LCRI 12.0 isn't to be considered PCC practice, the following section and examples should be eliminated]**

**PCC practice is to generally create only one bibliographic record for the service as a whole, considering the service as a whole to be an integrating resource. Notes are provided to describe the component parts in enough detail to identify them (per. AACR2 12.7B).**

Examples:

500 \_\_ \$a Service contains binders: Finding aids, Master index; Statutes, treaties; FCC rules & NPRMs; Cases; Digest.

500 \_\_ \$a The service includes: Decisions (later published in bound volumes as International trade reporter decisions); and BNA's international trade reporter (previously issued as International trade reporter and Current reports). In July 1984, International trade reporter's U.S. import weekly and International trade reporter's U.S. export weekly (earlier title: International trade reporter's survey and analysis of current developments) merged to form Current reports.

**Alternatively, PCC practice could be to create separate records for component parts, cataloging each component as an updating loose-leaf or multi-part item, as appropriate. Notes on each record would then be provided to indicate the relationship to the parent loose-leaf service. In such cases, a related work added entry for the loose-leaf service would be included on the bibliographic record for the component.**

The following often comprise component parts of loose-leaf services. See LCRI 12.0:

- Pamphlets/paperbacks:

Pamphlets and paperbacks received as part of a loose-leaf service subscription generally contain current information of temporary or permanent value. Such publications are keyed to a section or a service or to several services. In addition to individual, distinctive titles, they carry also the title of the service and the numbering of a section of the service (usually a supplementary bulletin, to which is added a



further distinguishing characteristic such as the words "Extra," "Section 2," etc. (e.g., "Bulletin 35, Extra" or "Report bulletin 24, Volume LIII (Section 2)").

**[Verify whether or not there is particular PCC practice here; otherwise delete this section]**

*LC practice:* Although these publications are often indexed in the service, they are unsuitable for filing into the service. If such a publication is considered of permanent value, create a separate record, but do not include a note in the bibliographic record indicating a relationship to the loose-leaf service and do not give an added entry for the service.

- Sections with independent numeric or chronological designations

Latest developments in a particular field are often reported and analyzed in special sections of a loose-leaf. These sections are typically called Bulletin, Newsletter, Report bulletin, Report, etc., and are for the most part indexed in the loose-leaf. They carry a numeric or chronological designation of their own. Information of permanent value from these sections is often later included in the main text and old issues can be periodically discarded or transferred.

**[Verify PCC practice for the above; otherwise delete the following section]**

*LC practice:* Do not create a separate record for such a section. Instead, on the bibliographic record for the updating loose-leaf, give a note explaining the inclusion of any separately numbered and separately titled section. Give an appropriate added entry for the section.

Examples:

500 \_\_ \$a Includes separately numbered section: Hospitals and health care organizations.  
Bulletin.

740 02 \$a Hospitals and health care organizations. \$p Bulletin.

500 \_\_ \$a Includes master binder (1 v.) which contains indexes and separately numbered  
bulletin: Multistate tax report.

740 02 \$a Multistate tax report.

- Transfer volumes:

A transfer volume is a bibliographic unit containing material of a permanent nature originally issued as a section or binder of a loose-leaf service. The material is transferred from the loose-leaf mode by one of the following methods: the material is reissued by the publisher in bound form and sent to the subscriber as part of a

subscription or made available for separate purchase; the material is transferred from the original loose-leaf mode to permanent binders (sometimes supplied by the publisher) or bound separately by the subscriber.

**[Verify PCC practice]:** Generally, do not create a separate bibliographic record for the transfer material. Instead, on the bibliographic record for the updating loose-leaf, give a note explaining the inclusion of transfer material of permanent value. If the transfer section has a title of its own or acquires a title of its own in its transferred/bound stage, cite the title in the note and give an added entry.

Examples:

500 \_\_ \$a Material of permanent value is removed periodically and bound in separate volumes.

500 \_\_ \$a Material of permanent value is transferred from time to time to storage binders.

500 \_\_ \$a Decisions from state and federal courts are removed periodically and issued in bound volumes with title: Copyright law decisions.

740 02 \$a Copyright law decisions.

If a separate bibliographic record is created for the transfer material, include a note explaining the relationship to the updating loose-leaf.

Example:

245 00 \$a Employment practices decisions.

500 \_\_ \$a The court decisions in these bound volumes are reprinted from the loose-leaf publication: Labor law reports: employment practices.

### *I.17.3 Changes in Format to Loose-leaf or Vice Versa*

Sometimes a publication changes and becomes issued in loose-leaf format in a later edition. In this case, when the change to loose-leaf format occurs, a new record is created for the title as an integrating resource.

As an example, the second edition of a volume was previously issued with pocket part supplementation and was cataloged as a monograph. The publisher has decided to reissue the volumes, still called the “2nd ed.”, in loose-leaf format beginning with 2002.

In this case, a new record would be created with links to the earlier monograph (see I.15). The record for the integrating resource would need a uniform title to differentiate between the different manifestations of the title per LCRI 25.5B (see I.5).

[Question for PCC: We would like to verify that our interpretation in the section above is correct and recommend that additional guidance on this type of format change be included in LCRI 12.0. The example is based on the title "Civil actions against the United States, its agencies, officers, and employees 2nd ed".]

*I.17.2 Aggregator services*

[More to come here]

## *I.18 Full Record Examples*

### *I.18.1 Loose-leaves*

Example: Standard federal tax reporter

010		30014274 //r844
042		lc
043		n-us---
050	0	KF6285 b.C67
245	00	Standard federal tax reporter.
246	17	Standard federal tax reports
260		Chicago, Ill. : b Commerce Clearing House, c c1945-
300		v. (loose-leaf) ; c 26 cm.
310		Irregular
362	0	1945-
500		Includes legislation, U.S. Tax Court and other
		court decisions, and U.S. Treasury decisions.
515		Issued in several vols.
580		Kept up to date by: Standard federal tax reports.
		Extra edition; and: Standard federal tax reports.
		Taxes on parade.
710	2	Commerce Clearing House.
710	1	United States.  b Dept. of the Treasury.
710	1	United States.  b Tax Court.
730	0	Standard federal tax reports.  p Extra edition.
730	0	Standard federal tax reports.  p Taxes on parade.
770	1	t Standard federal tax reports. Taxes on parade
		w (DLC)sn 78004305  w (OCoLC)4094223
770	1	t Standard federal tax reports. Extra edition  w
		(OCoLC)4098062
780	00	tStandard federal tax service  w (DLC)8464936
		w (OCoLC)8344481